

6 FAM 1520

OBTAINING LANGUAGE SERVICES

6 FAM 1521 OBTAINING INTERPRETING SERVICES

(TL:GS-1123; 11-17-89)
(State Only)

Requests for interpreting services are submitted to the Interpreting Division of the Office of Language Services (A/OPR/LS/I). As daily interpreting requests are numerous and interpreters for certain languages are scarce, it is important to make such requests, including all pertinent details, as soon as possible. For larger meetings or conferences, a lead time of one month or more may be necessary in order to obtain adequate service. Requests to the Interpreting Division may be submitted in writing or by telephone.

6 FAM 1522 OBTAINING WRITTEN TRANSLATIONS

(TL:GS-1123; 11-17-89)
(State Only)

a. Requests for translating services are submitted to the Translating Division of the Office of Language Services (A/OPR/LS/T). Form DS-434, Request for Translation Service (see 6 FAM 1522 Exhibit 1522), signed by the authorizing officer, must accompany the documents to be translated or compared. The form is designed to provide A/OPR/LS the needed information for the type of translation required and should be filled out carefully. Agreements under negotiation, urgent diplomatic notes, and similar documents are normally accorded priority by the Chief of the Translating Division.

b. Due to limited personnel resources and because translation is a very time-consuming activity, bureaus are held to submit translating requests **promptly and with sufficient lead times** to enable A/OPR/LS to complete the work on schedule.

6 FAM 1523 REIMBURSEMENT FOR THE USE OF PRIVATE CONTRACTORS

6 FAM 1523.1 FOR INTERPRETING SERVICES

(TL:GS-15; 3-3-93)
(State Only)

a. Only a small percentage of requests for interpreting support can be handled by staff interpreters. For most requests, private contractors from the A/OPR roster of over 1,000 freelance interpreters will be assigned.

b. Each bureau is held to estimate its need for language support as part of the financial planning for each fiscal year, and to obligate that amount in a special RQ document to assure reimbursement to the Office of Language Services. The procedure for this obligation is explained in 6 FAM 1520 Exhibit 1523.1 .

c. Bureaus that are first-time users of language support from A/OPS/LS and have not yet established an RQ, need to obtain a cost estimate from the Interpreting Division and submit a written request, accompanied by a Form OF-263, Requisition for Equipment, Supplies, Furniture, Furnishings, or Services, to A/OPR/LS/I, Room 2212 NS.

6 FAM 1523.2 For Written Translations

(TL:GS-15; 3-3-93)
(State Only)

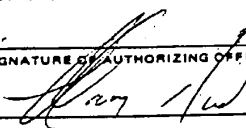
Translations into languages for which no staff translators are available, or for which insufficient staff are available to meet the required deadline, will be contracted out to qualified translators by the Office of Language Services. Bureaus can obtain prompt estimates of the cost involved from the Translating Division of A/OPR/LS. The procedures explained in 6 FAM 1523.1 above, and in 6 FAM 1523 Exhibit 6 FAM 1523.1, also apply to reimbursements for written translations.

6 FAM 1524 THROUGH 1529 UNASSIGNED

6 FAM 1522 Exhibit 1522

Exhibit 1522

Form DS-434, Request For Translation Service

DEPARTMENT OF STATE REQUEST FOR TRANSLATION SERVICE (SUBMIT IN DUPLICATE)		CLASSIFICATION OR ADMINISTRATIVE CONTROL DESIGNATION Unclassified		LANGUAGE OF ORIGINAL DOCUMENT <u>Russian</u> TO BE TRANSLATED INTO English		LS Number	
Received by LS (Date/Time)		DATE WANTED <i>(see reverse side)</i> 10-6-89 <input checked="" type="checkbox"/> Call when ready <input type="checkbox"/> Return by mail/messenger		Returned to Source (Date/Time)			
REQUESTED BY							
NAME OF PERSON FAMILIAR WITH JOB Jeffrey R. Cunningham						DATE October 2, 1989	
AGENCY (if other than state)		OFFICE SYMBOL EB/ERF/XCD		TELEPHONE 647-6690		ROOM NO. BUILDING 3425 Main State	
SIGNATURE OF AUTHORIZING OFFICER 		DESCRIPTION OR TITLE OF MATERIAL Seven pages of double-spaced text, underlined title on first page.					
TYPE OF SERVICE REQUIRED							
<input type="checkbox"/> SUMMARY TRANSLATION <small>(A condensation or abstract of the text)</small> <input type="checkbox"/> OFFICIAL TRANSLATION <small>(A polished, carefully reviewed full translation)</small> <input checked="" type="checkbox"/> INFORMAL TRANSLATION <small>(A full translation, generally unreviewed, recommended when required for information only)</small> <input type="checkbox"/> OTHER _____ <small>(Comparison, editing, typing only, proofreading only, certification, oral translation, etc.)</small>							
HOW WILL THE TRANSLATION BE USED? <input type="checkbox"/> For official use and/or wide distribution <input checked="" type="checkbox"/> As a working document <input type="checkbox"/> For office use Other _____							
FORMAT <input checked="" type="checkbox"/> Short bond <input type="checkbox"/> Long bond <input checked="" type="checkbox"/> Typed draft <input type="checkbox"/> Camera ready <input type="checkbox"/> OCR form <input type="checkbox"/> For typesetting <input type="checkbox"/> Single space <input checked="" type="checkbox"/> Double space <input type="checkbox"/> Other _____							
SPECIAL INSTRUCTIONS							
FOR USE OF LS ONLY							
TRANSLATOR		REVIEWER		TYPIST		PROOFREADERS	
Initials		Initials		Initials		Initials	
Date completed		Date completed		Date completed		Date completed	
Times Required		Times Required		Times Required		Times Required	
CONTRACTOR		INSTRUCTIONS TO CONTRACTOR				RATE	
CONTRACTOR'S DEADLINE							
CONTRACT COST:				TOTAL COST:			
REMARKS:							

Continuation - 6 FAM 1522 Exhibit 1522

Form DS-434, Request for Translation Service—Continued

INFORMATION CONCERNING TRANSLATION REQUESTS

Time Requirements

While exceptions will, of course, be made in cases of justified special urgency, the following tabulation is useful as a guide to the length of time to be allowed for a given translation in view of the Language Service Division's overall workload:

- 1 to 5 pages — up to one week
- 6 to 15 pages — as much as two or three weeks
- over 15 pages — subject to discussion

Estimates

It is difficult for LS to give cost or time estimates over the telephone without seeing the material to be translated.

Contract Assistance

On long jobs in particular, LS frequently finds it necessary to call on contract assistance. In that case, as much as one week may have to be added to the time requirement to check on contractor availability and for getting the materials to and from the contractor. In the case of most Department of State offices, this also presupposes the availability of funds, which must be obligated on Form OF-263 and the OF-263 sent to LS, preferably with the materials to be translated.

Causes for Delay

Requesting offices should bear in mind that last-minute changes in the texts submitted for translation may necessitate extension of the deadline agreed upon.

Reference Materials

Requesting offices are urged, whenever possible, to submit any available reference and/or background material with translation requests, preferably in the language into which the documents are to be translated. All such material will be returned to the requesting offices.

6 FAM 1523 Exhibit 1523.1
EXCERPT FROM DOMESTIC FINANCIAL
OPERATING INSTRUCTIONS

(FY 92, Page 37)

(TL:GS-15; 03-03-1993)

Section 8

Procedures for Language Services Obligations

- Bureaus will establish an RQ document for the amount of the estimated services for the entire year. The FY 92 RQ document number will be your four-digit allotment number suffixed by 288351 (e.g., RQ 1085288351)
- When bureaus need language services, they will submit a cover memo with a copy of the RQ attached. This documentation must be submitted to A/OPR/LS, Harry Obst or Millie Carter, Room 2214, N/S.
- A/OPR/LS will create the LO document and reference the bureau's RQ (partial only) each time a request for language services is made.
- When the bureau determines that it no longer needs language services during the fiscal year, it should coordinate with A/OPR/LS before closing out the requisition.